

## **COMMITTEE ON HUMAN RESOURCES/INSURANCE**

**August 5, 2003**

**5:30 PM**

Chairman Lopez called the meeting to order.

The Clerk called the roll.

Present: Aldermen Lopez, Sysyn, Pinard, Shea, DeVries

Messrs: G. Lamberton, K. Dillon, R. MacKenzie, M. Sink

Chairman Lopez addressed Item 3 of the agenda:

Communication from the Human Resources Director on behalf of the Police Department requesting approval to update two class specifications for Evidence Specialist and Victim Witness Advocate.

On motion of Alderman DeVries, duly seconded by Alderman Pinard it was voted to approve the request.

Chairman Lopez addressed Item 4 of the agenda:

Communication from the Human Resources Director submitting a report of authorized and vacant positions within each department.

Chairman Lopez stated before I take a motion I want you to consider how much paperwork this is and how often we want to see it. Do we want it on a monthly basis or a quarterly basis? Are there any recommendations from the Committee?

Alderman Shea stated as far as I am concerned I don't think we need it on a regular basis. I think as requested because it is a lot of extra money being paid out and a lot of extra work being done and it is not going to change the substance of the matter. In other words, we are just looking at what is happening. Unless we devise a certain type of procedure or technique in order to either revamp it or something, all we are looking at are different statistics that have already been accomplished. If we need to, I would assume we could get a synopsis of different highlights from the Human Resource Director as it were without necessarily having reams of paper. That is my suggestion.

Chairman Lopez stated a motion would be in order to provide this report upon request of an Alderman.

On motion of Alderman Shea, duly seconded by Alderman Pinard, it was voted to have this report provided upon request of an Alderman.

Chairman Lopez addressed Item 5 of the agenda:

Communication from the Human Resources Director on behalf of the Airport Director requesting the establishment of two new class specifications and positions for an Airport Environmental Compliance Specialist and an Airport Construction Specialist.

On motion of Alderman Pinard, duly seconded by Alderman Sysyn, it was voted to approve this request.

Chairman Lopez asked what are the salaries of these positions.

Ms. Lamberton answered the Airport Construction Specialist is a salary grade 19. The minimum salary for that is \$39,911 and the maximum is \$56,906. The other position, the Airport Environmental Compliance Specialist, the minimum is \$42,705 to a maximum of \$60,887.

Chairman Lopez asked on the Airport Construction Specialist is that just during the time of construction or is that a long-term position.

Mr. Dillon answered this is a permanent job. One of the principal responsibilities of this job is to do building inspections, not only for Airport construction work but tenant work. As part of the agreement that we have with the Town of Londonderry, this person will be doing all of the code compliance inspections that we reached under that agreement. The Airport is now responsible for that. The Town of Londonderry will no longer be providing those inspections. We are, though, looking to also utilize this person as essentially a project manager for a lot of our engineering work and ongoing capital work in addition to the inspection.

Chairman Lopez asked are you using any of our building inspectors at the present time.

Mr. Dillon answered I have reached an understanding with Leon LaFreniere that until this position is hired we will utilize the building inspector on a reimbursable rate for those inspections.

Alderman DeVries stated Kevin I noticed that part of the job specification for the Construction Specialist is responding to citizens, contractors, tenant's questions, etc. So are you envisioning the use of this individual maybe at some of the neighborhood groups to explain projects.

Mr. Dillon answered I will still be the point person with community relations for the Airport but this person, for example, would provide services similar to what Jeff McGaw...today we are using a contractor to do that to basically work in the community when a construction project is actually under construction.

Alderman DeVries stated when we had spoken in the past we had hoped that there might be an improved ability to work on some of the coordination of planning for Airport and City projects and I think you had told me that potentially these new employees might free up other staff to work on that. Is that still the trend that we are looking at today?

Mr. Dillon answered there is no doubt about it that this person will give us the flexibility to start going into that. Certainly the positions have to be used for Airport work but as you say there is a lot of interface between City issues and Airport issues that I would expect that this person will work on. We are also expecting to a certain degree that the Environmental position will also have the ability to do some of that as well.

Alderman DeVries asked could you elaborate.

Mr. Dillon answered we are looking to hire an Environmental person that is basically going to take care of all of our compliance issues. For example, we would expect that this person would work on the odor issue related to deicing and those types of things where there is an interface with the community.

Chairman Lopez asked this construction person, if the Building Department for some reason had their building inspector out is there a possibility to loan that individual to the City until we got squared away. I know there would be a chargeback but is that foreseeable since we are doing the same thing with you now? If we run into a bind...I see the Building Department shaking their head over there.

Mr. Dillon answered absolutely. As with any Airport staff, if they have expertise that the City needs they could be used by the City but unfortunately the City would have to reimburse the Airport for the time.

Chairman Lopez called for a vote. There being none opposed, the motion carried.

Chairman Lopez addressed Item 6 of the agenda:

Communication from the Planning Director regarding additional funds needed for the Planning and Building Department restructuring.

Chairman Lopez stated before we get a final number here I know the HR Director has her number in there as far as salary. Do you have any comments about that Ginny?

Ms. Lamberton replied it is a literal salary. From August 10 until June 30 of next year this is what the earnings and the benefits will cost.

Chairman Lopez stated \$45,565 will be transferred from the Planning Department to the Building Department.

Ms. Lamberton answered that is correct.

Chairman Lopez stated your other items...I met with both department heads and Ginny and they were going to come up with a final figure that would be transferred.

Mr. MacKenzie responded the number that we arrived at...there are actually two numbers. One is the operating expenses and one is the revenues associated with the Zoning Board of Adjustment. The total to be transferred and that is with an effective date of August 10, which is later on assuming the Board acts upon it this week, is \$61,681. That is the operating budget that would be transferred. That includes the salaries that were discussed and the salaries of the Zoning Board of Adjustment and a fairly significant amount of operating expenses. There are fairly large expenses related particularly to postage for notifying abutters on ZBA cases and the other number that we would be transferring over would be a revenue number that would total \$22,850.

Chairman Lopez asked does the Building Department agree with that number.

Mr. Max Sink stated the original number in the letter from Mr. MacKenzie was \$68,460. I am just wondering how that...

Chairman Lopez interjected I think Ginny could explain part of that because of the effective date. Is that correct?

Ms. Lamberton answered yes. We kept moving the date so every time you move the date it is less money because Planning has already spent the money.

Chairman Lopez stated the issue was the operating number that was going to be transferred. The salary was agreeable with the HR Director. With the final figure being \$61,681, which is total operating and salary. Is that correct, Mr. MacKenzie?

Mr. MacKenzie answered yes that is correct.

Chairman Lopez stated all you have to do is agree and we send it to the Board.

Mr. Sink replied I agree.

Alderman Shea asked by way of explanation you are transferring \$61,681 correct.

Mr. MacKenzie answered yes.

Alderman Shea asked and you are also saying in revenues that your revenues are going to be \$22,860 less than what you projected because that is going to be added to the Building Department revenues, correct.

Mr. MacKenzie answered yes. I am not sure logistically in the Finance Department how that would work. I am more familiar with the operating expense transfer but I assume they can make that transfer.

Alderman Shea stated now there is a difference here of \$16,116. Is that the salary of the people working on the Zoning Board? I was not aware that these people are paid or that they get any kind of benefits.

Chairman Lopez responded I would like to have Ginny respond to that because she did check into that. That was the other thing I was trying to remember.

Ms. Lamberton stated they receive a stipend and Bob can tell you how much that is. I don't recall. They do not receive any benefits but a stipend would necessitate us taking Social Security and withholding it.

Alderman Shea asked so each one receives how much of a stipend, Bob or does it vary.

Mr. MacKenzie answered the full members receive \$1,200 per year. There are alternates but they do not receive any stipend. The total for them is \$7,200. There are restricted items related to that as Ginny mentioned totaling \$549. Those are the expenses relating to the Zoning Board of Adjustment members – those two items.

Alderman Shea asked is it \$549 or \$5,000.

Mr. MacKenzie answered \$549.

Alderman Shea stated I am not quite clear. That adds up to about \$7,900. There is still a difference of about \$7,000.

Mr. MacKenzie responded the balances we would actually be transferring over operating expenses. That is an area that we tried to as closely as possible identify how much was related to that function. The largest share, almost \$4,500, is posted. Every time they have a zoning case they have to notify abutters and that is about \$4 a pop for certified mail. That comes out to a big chunk of the money.

Alderman Sysyn asked is that the only Board that receives a stipend. The Commissioners don't.

Ms. Lamberton answered I really don't know because I really don't have anything to do with their stipends.

Alderman Sysyn stated several years ago, Bob, I thought we took away...

Mr. MacKenzie interjected the Board did take away the ZBA stipend but roughly 10 months later after some concerns were expressed they did return that amount. I believe it is the only Board that receives a stipend though. If I could, Mr. Chairman, I did at the last meeting indicate some concerns with our budget and discussed the possibility of requesting about \$3,000 out of contingency. I did review that with the HR Chairman and the HR Director. Our budget right now is razor thin and I am concerned about the coverage that we will be losing when the ZBA person goes over, as well as some of the expenses. Again, that will take roughly 1/3 of our expenses away. We will have the smallest operating expense budget of any department in the City. I am very concerned about how our budget is going to do this year. I did indicate to them, however, that I would be willing to work on it and not request the contingency money at the present time and see if Building could perhaps assist us at certain times in covering our front desk as needed so we don't have to hire somebody and keep a close eye on our expense numbers. That is not to say that we may not be back for some money later in the year but at the present time we are not going to request that \$3,000 from contingency.

Alderman Shea stated going a little bit back in time, Bob, at one time there were discussions about including in the reorganization the Economic Development component. I don't know who to ask. Is that still in flux or is it gone or what?

Mr. MacKenzie responded we assembled a package of a number of changes. The Board picked two of those. The Zoning Board of Adjustment going to Building and the Urban Ponds person coming under our department but did not approve the larger consolidation of MEDO with the Planning Department. That is not part of this package.

Alderman Shea asked can the Committee continue to review that...our Committee to make a recommendation.

Alderman Lopez answered we can take up that particular issue and get some more information on that one phase. I know that there are some Aldermen who don't want to consolidate there but it is an issue that can be addressed because we are in the same situation in the Economic Development division as Youth Services although Jane Hill is not an acting department head at the present time and the position is being filled for the administration individual down there. So it is something that we should take up, Alderman Shea, and I will instruct the HR Director to work with Mr. MacKenzie and maybe at the next meeting we can get some basic information as to where we stand on that. Is that agreeable?

Alderman Shea answered yes.

Alderman DeVries asked Mr. MacKenzie last year at the end of the year were you able to turn money back in from the Planning Department.

Mr. MacKenzie answered yes we were.

Alderman DeVries asked and that was approximately how much.

Mr. MacKenzie answered I think last year because some people left we returned about \$37,000.

Alderman DeVries asked was that due to unusual circumstances.

Mr. MacKenzie answered yes. People left and we took a little bit of extra time to fill those positions and that is basically how we ended up with the extra money.

Alderman DeVries asked so last year you maintained vacancies that you do not anticipate having this year and that is why you are concerned about your budget for this year.

Mr. MacKenzie answered yes. If we don't have any vacancies this year then it is coming right down to the wire if we will have enough money but we have a staff of 12 people and if we do have a vacancy then we would be okay.

Chairman Lopez stated I think also that was part of our discussion when we met and since Alderman Shea is definitely going to be here next year I am sure he will see to it that the wishes of this Committee and the Planning Department...it is noted that there is a possibility that Mr. MacKenzie might need \$3,000 next year before June but again there are other departments that will have a balance surplus in their particular department that could be transferred over to the Planning Department if need be. That is the reason we didn't need to muddy the waters and say I need \$3,000 at this time. Mr. MacKenzie is willing to work with us as a Board.

Alderman DeVries asked, Mr. MacKenzie, will you be reporting to the Accounts Committee to let them know where your budget is at during the year the same as the Fire Department in reference to potential...

Mr. MacKenzie interjected I wouldn't be reporting every month but I would probably like to report to them in the middle of the fiscal year to let them know where we are.

Chairman Lopez asked could the City Clerk make a notation. I don't believe that the \$22,850 has to be transferred over to the Building Department because that is revenue that the Planning Department has already accounted for so to speak and everything is going to balance out. It is just rob Peter to pay Paul. Please check with the Finance Officer before we report that to the full Board.

On motion of Alderman DeVries, duly seconded by Alderman Sysyn it was voted to transfer the amount of \$61,681 from the operating budget of the Planning Department to the Building Department.

Chairman Lopez addressed Item 7 of the agenda:

New hire/termination reports submitted for informational purposes only.

On motion of Alderman Shea, duly seconded by Alderman Pinard, it was voted to receive and file this item.

## **NEW BUSINESS**

Request for a revised class specification for Recreation Maintenance Worker I.



Ms. Lamberton stated the current class specification if you look at Page 3 of the job specification you will see that I highlighted in yellow what the proposed change is. Really what it does is instead of requiring that an individual have the CDL in order to even get an interview that we would give people an opportunity to be hired and they would have to get the CDL within six months from the date of taking the position. That would also give them the opportunity to use our equipment and for us to help them along, which I believe we do at the Airport and the Highway Department. For some reason, we never did that with this specification and it would just be nice if we could do that. That would give Ron an opportunity to interview more people.

Chairman Lopez stated we researched this and it is something to remember for the Board of Mayor and Aldermen that take office in January. On Article XVI of our rules things like this can take three months to change and then people can't be hired because of that. I just wanted to bring that to your attention but we have to do it according to the rules of the Board so, therefore, I ask for approval.

On motion of Alderman Pinard, duly seconded by Alderman Shea, it was voted to approve the request.

Ms. Lamberton asked can I ask a question of the Clerk. Matt, since this is just a couple of words being changed you don't need an ordinance change do you? Only when we create new class specifications do we need an ordinance right?

Deputy Clerk Normand answered right. You can amend the class specifications.

Ms. Lamberton asked would it be a problem for the Clerk's Office if we asked the full Board to approve this few words tonight.

Deputy Clerk Normand answered I can do it tonight.

Ms. Lamberton stated we just posted this position and right now there are a bunch of people who can't even really be considered and we don't really want to wait until September.

Deputy Clerk Normand asked you also want Item 3 on the agenda to go to the Board tonight, correct.

Ms. Lamberton answered yes that would be fine.

## **TABLED ITEM**

- 8.** Communication from, HR Director, regarding a request from the Airport Director to change the salary grade of the Airport Security Manager.

On motion of Alderman DeVries, duly seconded by Alderman Sysyn it was voted to remove this item from the table.

Chairman Lopez stated we don't have any paperwork unless you have something with you, Mr. Dillon.

Mr. Dillon stated the Airport would like to withdraw this request at this point. We are going through the process of studying how we are going to be providing Police services at the Airport for the next year and a half. That is going to have a direct reflection on this position so we are going to keep the position as authorized right now at the current level. Once we complete that review we will come back and tell you if we think a level adjustment is necessary. We will most likely not fill the position in the interim and just reallocate the work to other staff until we can complete this.

On motion of Alderman Shea, duly seconded by Alderman Pinard, it was voted to receive and file this item.

Mr. Dillon asked can I request that Item 5 be reported to the full Board as a committee report so that we can move forward with hiring. As I said we have reached an understanding with the Building Department but we really don't want to burden them for a long period of time so we would like to try to expedite filling at least the Building Inspector position.

Chairman Lopez responded we would be more than happy to but may I suggest that you enlighten the Chairman of Bills on Second Reading, Alderman Wihby, before the meeting as to what is going on.

Mr. Dillon answered yes.

There being no further business, on motion of Alderman Shea, duly seconded by Alderman Pinard, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee